



**ALBERT H. DEWITT
OFFICERS' CLUB**
641 West Redline Ave, Alameda 94501
FACILITY USE PERMIT (O'Club)

Permit # _____
Date _____
Time _____
Rec'd by: _____

Name of Individual or Group _____

Individual in Charge _____

Address _____ City _____ Zip _____

Proof of Residency Yes ___ Pending ___ Email _____

Day Phone: (_____) _____ Evening Phone: (_____) _____

Hours of use: 8:00 a.m. – 12:00 a.m.

PURPOSE OF RENTAL: _____

AN ADDITIONAL \$250 NON-REFUNDABLE CLEANING FEE MAY BE CHARGED FOR CRAB FEEDS.

ROOM(S) REQUESTED:

Set-up and clean up time are to be included in rental hours.

Room _____	Date _____	Start Time: _____	End Time: _____
Room _____	Date _____	Start Time: _____	End Time: _____
Room _____	Date _____	Start Time: _____	End Time: _____

ESTIMATED ATTENDANCE: ADULTS: _____ CHILDREN: _____ TOTAL: _____

CATERING SERVICE: Name of Caterer: _____

Any other Vendors: _____

ALCOHOL WILL BE SOLD/SERVED: ☐ NO ☐ YES, Additional \$250 Security Deposit

THE CITY OF ALAMEDA REQUIRES ADDITIONAL INSURANCE BE OBTAINED WHEN ALCOHOL IS BEING SERVED.
Alcohol shall not be consumed outside of the building, on any public street, sidewalk, or right-of-way.

**** For Office Use ****

Room(s): _____ Client Checklist Provided: ☐ YES

Fees:

Room: _____ hours @ \$ _____ per hour = \$ _____

Room: _____ hours @ \$ _____ per hour = \$ _____

Additional Charges _____ = \$ _____

Kitchen Use = \$ _____

Deposit = \$ _____

TOTAL = \$ _____

Balance = \$ _____

Alcohol to be served: ☐ YES ☐ NO

Insurance Provided: ☐ YES ☐ NO ☐ Pending

MC/VISA/Discover _____ Cash _____ Check # _____

RECEIVED BY _____



HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

I, the undersigned, representing (if applicable)
(Name and Group/Organization)

in consideration of being provided the requested facility by the Alameda Recreation and Park Department, hereinafter called City, shall indemnify, defend and hold harmless the City, its City Council, its boards and commissions, officers, agents, and employees from and against any and all loss, damages, liability, claims, suits, costs and expenses whatsoever, including reasonable attorneys' fees regardless of the merits or outcome of any such claim or suit arising from or in any manner connected to any person or property while in the requested site. Notwithstanding, anything to the contrary contained herein, the above named group/organization agrees to defend, indemnify, and hold the City harmless for any and all damages or liabilities arising out of, or in connection with, using the City's facilities.

Title/Name _____ Date: _____
Address: _____ Work Phone: (_____) _____
City: _____ Zip: _____ Home Phone: (_____) _____

All fees, insurance, and paperwork are due 14 days before event. If not received 14 days prior to event half of deposit will be forfeited. If received less than 7 days prior to event full deposit will be forfeited.

_____ Initial

Cancellations: More than 61 days \$15 administration fee and full refund.
60-31 days prior to event will forfeit half of security deposit.
30-15 days prior to event, forfeit full deposit.
14 days or less forfeit full deposit and any fees paid.

_____ Initial Deposits/refunds may take up to 30 days to process.

Both these items are stated on permit, on the policy rules and regulations, and on checklist provided.

I have read and understand all the rules and regulations governing the use of this facility, building rules and regulations and hold harmless agreement.

SIGNATURE _____ DATE _____

**IN CASE OF EMERGENCY, CALL THE ALAMEDA POLICE DEPARTMENT
AT 911 OR (510)337-8311**